



## FSA Course Curriculum: Course Offerings for New Financial Aid Professionals

Title	Description	Delivery Format	Duration	Existing / New	Schedule	Frequency of Updates
<b>Functional Courses</b> - Courses that provide more in-depth information regarding specific programs, processes, or jobs.						
<b>COD</b>	Includes six lessons with text to guide users through each area of the COD system. It simulates the COD web screens and functionality available to a School Administrator. Explores the basic navigation and functions of the COD website and provides practice locating and creating information in a safe environment with feedback to help you. The program uses fictitious data with over 350 students and 20 schools that offer a wide range of conditions and experiences. <ul style="list-style-type: none"> <li><b>Recommended</b> for business officers and those who use Pell or Direct Loan</li> </ul>	Online CBT	Self-paced	Existing	Ongoing / Point of Need	Annually by Schools Channel
<b>Consumer Information and Reporting</b>	Includes topics such as: Campus Security Reporting, Completion/Graduation Rates, Crime Reports, Consumer Information (Notices, Authorizations, and Publications), and FERPA. <ul style="list-style-type: none"> <li><b>Recommended</b> for financial aid administrators and institutional professionals responsible for this reporting</li> </ul>	Web-based	Self-paced	New	TBD	As needed by FSAU
<b>EDEXpress Basics</b>	Available to all schools through the Internet. Focuses on teaching users basic skills required to access and navigate the EDEXpress and Edconnect software. A beginning user learns the software functionality and practices using the software in a simulated environment. There are three different methods of instruction-please check the registration page for dates, times and locations.  <b>Recommended</b> as on-the-job training and re-training of financial aid office personnel who have day-to-day responsibilities for using EDEXpress	Classroom and Virtual Classroom	Varies by delivery format	Existing	Ongoing / Point of Need	Annually/as needed by FSAU
<b>FAA Access</b>	Financial aid administrators and other authorized users can use <b>FAA Access to CPS Online</b> to view FAFSA processing results for students who listed their school code on the FAFSA or who have provided their Data Release Number (DRN).  FAAs can transmit and correct applicant data, reapply for	Web tool	Ongoing	Existing	Ongoing	As needed by Schools Channel



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	financial aid for their students, and transmit electronic signatures for applicants and their parents. They can also set dependency, assumption, and reject overrides.					
<b>FISAP Training</b>	Explains what the FISAP is, why it is completed, required information and how to get it, what to watch for, how to determine appropriate requests, how to fill out and submit the FISAP on the Web, and what happens after it is submitted.	Web based tutorial	Self-paced	Existing	Ongoing	Annually, as needed by Campus Based Programs
<b>Fiscal Management: 2003-Cash Management</b>	Topics may include: Overview of Institutional Responsibilities, Record-keeping and Reporting and Requirements, Key Fiscal Procedures in the Campus-Based Programs, Accounting Procedures for Title IV Programs, Obtaining, Managing, and Returning Title IV Funds, COD, Federal Updates, Questions & Answers.  Recommended for financial aid officers and business officers	Classroom	2 days	Existing	Fall	Every 2 years or with each new issuance of the Blue Book by Schools Channel
<b>Non-Traditional Programs</b>	This training project was originally scheduled for 2003. Issues involving these types of programs are among those most dealt with by all FSA staff and is widely mentioned as needed to insure program integrity. This training project should be supported as it would greatly enhance the schools' ability to comply with the current regulations.	Traditional classroom	1-2 days	New	Fall 04	As needed
<b>Spring Training: 2004 Delivery System Update/Processing Student Data</b>	The first day would be a Delivery System Update including, but not limited to: COD, FAA Access, Web Tools, and the ISIR Data Mart. The second day would focus on processing student level data. This would focus on the following: COD, NSLDS, R2T4, PJ, Verification and conflicting information. The training would focus on following student data through the process, but at a more advanced level than last year's Basics course. This would involve COD issues such as POP (potential overpayments) and transfer students, NSLDS issues	Traditional classroom	2 days	New	Early Spring 04	As needed



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	such as annual/aggregate loan issues and the impact of consolidation loans, student withdrawal issues, etc. Critical would be a focus on the impact of changes to student data to student eligibility and program integrity issues.					
<b>Student Eligibility Issues:</b>  <b>2003-Verification</b>	Includes topics such as: eligibility criteria, need analysis, and verification. Specific topics may vary annually. <ul style="list-style-type: none"> <li>▪ <b>Recommended</b> for new financial aid professionals and experienced professionals as a refresher</li> </ul>	May vary from year to year (including web-based, classroom, or video conference)	Varies based on format	New	Varies based on format	Annually by FSAU
<b>WebEx Training of New Tools</b>	This training would be a more advanced follow-up to the Delivery System update training and would utilize the WebEx Learning Center Technology to deliver hands-on computer training to a geographically dispersed audience. The WebEx technology would allow participants to view and interact with the various websites and software products needed to ensure program integrity and efficient data processing. A significant feature of WebEx is that participants and trainers don't have to travel. Typical Web based training sessions last about two hours which means that we can offer more sessions during the day and accommodate more trainees without incurring travel and other costs. The WebEx method of delivering training has been successfully implemented for the 2003-2004 EDEExpress Application Processing, Pell and Direct Loan training sessions. Regional offices could also utilize the materials to offer local session if needed.	WebEx computer training	2 hours	New	Late Spring/Early Fall 04	As needed